

SANGAMON STATE UNIVERSITY ARCHIVES

**P/Lewis, F.**

Personal Papers

Florence Lewis, Assistant Professor of Library Instructional Services, 1969-1980

4 cu ft

**Series I**

Box 1

Folders (Alphabetical)

SVALC-listing and holdings of other Libraries

AV Reference Reports 1970-71.

Annual Report 1974-75

Breivik, Patricia Senn. Resume 1973.

Budget-Library 1973.

Cabinet, Library Cabinet 1974.

Cabinet, Library Cabinet Minutes 1974.

Card Catalog-Arrangement Memorandum 1970 from Erma J. Morgan

Circulation Policy 1970.

Collection-Items Not Clarified by Library of Congress.

Collection Development, 1972

CoOrdinator of Library Services.

CoOrdinator of Library Services, Job Description, 1972.

Criminology-Bibliography

Documents-U.N. 1972.

Film Rental Policy 1973.

Faculty Evaluation 1972.

Faculty Evaluation/Hoinacki, Lee 1972-74.

First Year of Operation-(Includes Analysis of Library Resources in Springfield)

Government Publications, Lists of Journals, 1971.

Human Resources File 1971-73.

Instructional Services Librarian's Backup and Duties List, 1974.

Instructional Services Librarian's Brochure Suggestion-Ted Kneebone, June 1974.

Instructional Services Librarian's Position Description, etc. 1973.

Journals, Lists of Higher Education Publications.

Kaser Report, Review of SSU Library, 1975.

Library Philosophy-Draft 2/14/71

Loan Policy on Library Materials.

New and Expanded Programs (NEPR Documents) Concerning  
Paralegal and Other related Programs, 1975.

Non-Print Materials- Sources of, by subject, Liz Frazer

Organization Chart

Periodical List, 1971

Planning For Library Use, Memos and Related Documents 1970-72.

Position Papers, Terry White.

## Box 2

### Folders

Premises, Promises, Programs (Memos, Hours, Guides, etc.) 1970-72.  
Priorities (Nov. 1971)  
Program-Class Schedule Copy Submitted  
Program Committee 1973-74.  
Program Liaison 1973.  
Program Statement  
Questionnaire: On Use of The Library, Summary Spring, 1971.  
Questionnaire, Memos 1972.  
Reserves, Procedure for Handling Reserve Lists, 1972.  
Teaching Library- A Statement.  
Workshop-Biographic Workshop. May 1974 (See Green Folder)  
Photocopies of Articles, Newspapers and Reports.  
Collective Bargaining 1975.  
Higher Education  
--Biographies  
--Bibliographic Teaching-Footnotes  
--Readings (Copies Articles and Notes)  
--Journals in SSU Collection 1973 (Missing)  
--Readings: Cross, Patricia. New Students of the Seventies.

-----  
Illinois

--Board of Higher Education Master Plan, Phase II, 1966.  
--BHE Master Plan Phase III-Library 1969.  
--BHE Report on New Senior Institutions 1968.  
--BOR Governing Policy for the Regency System 1972.  
--Library Association Convention Memo, 1974.  
--Public Library Systems Brochure.

-----  
Illinois Legislative Process/Legislative Department copied From Basic Illinois  
Government, 1970.

## Box 3

### Folders

Illinois State Library, Memos, Notes, Correspondence and Drafts, 1969-.  
Illinois State University Booklets, 1971.  
Illinois Valley Library Council-Members Fall 1975  
Junior Colleges in Illinois, Report of Selected Data and Characteristics of Illinois public  
Junior Colleges, 1969-70.  
Legal Studies-Collection/Development/Microfiche 1974.  
Libraries-Illinois, Illinois Libraries, Vol. 53, No. 8, 1971.  
Library  
--College Associates Conference, 1971.  
--Community Use-Reading/Photocopied Articles 1967.

--Developmental and Program Reading, Booklets on, 1970.  
--Faculty Status-Selected Bibliography  
--Interlibrary Loan Codes, 1970.  
--Pathfinders\_M.I.T., 1972.

-----  
Library Resources in the Springfield Area  
Lincoln Land Community College Library, Booklet and Memo.  
Public Information Act, 1966, Copies of Bill  
Sangamon Valley Academic Library Consortium-Union, List of Resources  
Report of Sabbatical Research Project by Florence Lewis, Spring 1986

#### Box 4

##### Folders

Articles, Newspaper Clippings, Copies of Magazine Articles, etc. on Alternative Education

Beecham, Kelly. Letter Offering Support and Assistance, 1973.

Bunnell, Bob. Hand Written Notes.

##### Conferences

--1st Quincy Conference on Alternatives in Education, 10/72

--2nd Quincy Conference on Alternatives in Education, 10/73

--National Conference on Alternative Education

--Alternative Learning Festival, Webster Groves, Missouri

-Wingspread Report, Johnson Foundation. Current Trends In Education.

-----  
Consultants, List of Possibles. District #186- Project Capital. Recommendations  
Indiana Univ. Educational Alternatives Project, 1973.

Includes Handouts, publications, etc.

Mahan, David Interview Notes, St. Louis Public Schools.

Memo to all Faculty, July 6, 1973- Alternative Public High School and Responses from Faculty

Memos/Alternative Public High School.

Quincy, Il. Education By Choice Project, 1973.

Programs-Materials on the Webster Groves Project and Other Pilot Programs.

Stage Two Proposals. Originals and Distribution Lists for Alternative Public High Schools.

#### Box 5

##### Folders

Tutorials-Students Interested in HSWW

##### Reports

Wisconsin--Open Schools. Final Report of the Governor's Commission on Education, 11/70. Including The Open School, A Supplement to the First Report.

Metro, St. Louis. Visit, Interview Notes, Handouts and Booklet. 1973.

-----  
Bibliographies In Booklet Form:

Bibliography-8/73

- Bibliography-3 Riordan, Robert C. Alternative Schools in Action. Bloomington, In. 1972
- Bibliography-5 Wurman, Richard S., Ed. Yellow Pages Of Learning Resources.
- Bibliography-6 Changing Schools, Number 6, Evaluation for Alternative Schools.
- Bibliography-7 Curriculum Report. NASSP, March 1973. More Options...
- Bibliography-10 Nation's Schools, All About Alternatives. Nov. 1972.
- Bibliography-12 Tucson, Arizona: Project MORE. 1973.
- Bibliography-13 Berkeley, California: Experimental School Program of the Berkeley School District, n.d.
- Bibliography-15 Quincy, Illinois: Education by Choice.
- Bibliography-16 Louisville, Kentucky: Working Papers. The Louisville Brown School Task Force, Jan. 1972.
- Bibliography-17 Massachusetts: Kaleidoscope 7, Winter 1973, E.S.E.A. Title III Projects in Massachusetts.
- Bibliography-18 Minneapolis, Minnesota: Southeast Alternatives, 1972-73. Minneapolis Public Schools.
- Bibliography-19 St. Louis, Missouri: Highlights of First Year at Metro High School, 1973.
- Bibliography-20 Hanover, New Hampshire: Critical Factors in Planning An Alternative School Program, Planning and Implementing Alternative Public Schools: Two Case Studies. Position Paper Prepared by the National Consortium on Educational Alternatives. n.d.
- Bibliography-21 New Rochelle, New York: New Rochelle's School for Inquiry, Involvement, and Independent Study, April 1970.
- Bibliography-22 Philadelphia, Pennsylvania: The School Without Walls: Philadelphia's Parkway Program, Bremer, John and Von Moschzisker, Michael. New York: Holt, Rinehart and Winston, 1971.
- Bibliography-23 Seattle, Washington: Alternative Education in Seattle Public Schools, Seattle School Board, June 1972.

-----  
 Other Publications Concerning Alternative Public High Schools:

- Experimental Schools Program of the Berkeley Unified School District, Oct 1972.
- Racine Alternative School Proposal, Nov 16, 1971.
- Southeast Alternatives Experimental Schools Program, Minneapolis, 1972.
- Off-Campus School Program, Bellevue Public Schools, Bellevue, Wash. 1971.
- Education by Choice, Application for Planning Grant, Quincy, Il., 1972.
- Happiness is Metro High School. Information Booklet.
- Memos-Alternative high school Proposals

Box 6

Folders

Class Materials For:

- LES 401-Legal Research and Writing-1977, fall 1978 and Spring 1978.
- SJP 340-Introduction to Research in Social Justice 1979.

Box 7

## Folders (Alphabetical)

Academic Planning Project, SSU 1972-73.

Annual Report and Related Information, 1982-83.

Archives, 1970-

Armitage, Katherine. 1984 Visit.

Assembly Library Advisory Committee 1975.

Bibliography of Charles A. and Anne Morrow Lindbergh.

Calendar 1990/Date Book 1988.

Conferences

-Conference on the Evaluation of Library Instruction, University of Denver. 1973.

Includes Tickets, correspondence, Evaluation and Conference Materials.

-Fourth Annual Conference on Library Orientation for Academic Libraries. Eastern Michigan University, 1974.

-----

Dana-Thomas House Foundation and Related Newspaper Clippings.

Dillon, Howard. Organizing the Academic Library for Instruction, 1975.

Florence Lewis, Work Load 1980-86.

Guide Cover Revisions 1972-87. Memos, Notes and Surveys.

Instructional Services Librarians: The Sangamon State Experience.

Instructional Services Librarians: The Sangamon State Experience. Book Prospectus 1986-87. Includes Contract and correspondence.

Instructional Services Librarian: The Sangamon State Experience. Chapter 1 Notes.

Instructional Services Librarian: The Sangamon State Experience. Part II Chapter 4 Notes

Instructional Services Librarian: The Sangamon State Experience. Part II Chapter 4 Notes

Instructional Services Librarian: The Sangamon State Experience. Chapter 5 Notes.

Instructional Services Librarian: The Sangamon State Experience. Chapter 5 Notes.

Instructional Services Librarian: The Sangamon State Experience. Chapter 6 and 7 Notes.

-----

Klintworth, Barbara. Exploring Professionalism: Professionals and Paraprofessionals in Academic Libraries.

Kneebone, Ted. Overview of Cataloging Department, 1974. Lewis, Florence Libraries and Independent Learners: A Limited Study. Illinois Libraries. Spfld, Il: Vol 58, No 6, Pg. 504, 1976.

-----

Library Cabinet

Library Cabinet Meeting. Agenda, Minutes and Working Papers, 1972-80.

Library Cabinet Meeting. Agenda, Minutes and Working Papers, 1985-88.

-----

Library Faculty

Library Faculty. 1971-74.

Library Faculty Personnel Papers.

Library Faculty Retreat, 1982 1983, 1990.

Library Faculty Search.

-----

Library Instruction

Library Instruction-Bibliographic Instruction Subcommittee. Working papers, Memos and Activities  
Library Instruction-Conferences. E. Michigan University. 5/7/71. Notes, Handouts and General Information.  
Library Instruction-Courses. Correspondence With the University of California, Irvine, 1975.  
Library Instruction-Courses: UNI 301, Library Lab 1975. Course Description and Procedures.  
Library Instruction-Courses: LES 401, Legal Research and Writing, 1977-83.  
Library Instruction-Courses: UNI 405, Library Research, 1981.  
Library Instruction-Courses: PAC 414, Class Survey.  
Library Instruction-Early Planning, General Information.  
Library Instruction-Early Planning, Orientation 1971  
Library Instruction-General Library Skills Test.  
Library Instruction-General Library Skills Test. Pretest for Library Lab Students, Fall 1975.  
Library Instruction-Liaison Program 1971-74.  
Library Instruction-Program Guides to Resources and Services 1988. (Master Copies)  
Library Instruction-Questionnaire 1972.  
Library Instruction-Quotations and Philosophy.  
Library Instruction-Study Guides and Tests.  
Library Instruction-Teaching Aids.  
Library Instruction-Taxonomy of Library Skills and Resources at SSU, 1974.  
Library Instruction-Workshops 1971-79.  
-----  
Library Notes  
Library Notes 1969-70.  
Library Notes 1970-72.  
Library Notes 1972-75 Implementation and Evaluation.  
-----  
Library Program Meetings  
Library Program Meetings: Agenda, Minutes and Working Papers, 1981-82.  
Library Program Meetings: Agenda, Minutes and Working Papers, 1982-84.

## Box 8

### Folders

Library Program Meetings: Agenda, Minutes and Working Papers, 1985-87.  
Library Program Meetings: Agenda, Minutes and Working Papers, 1987.  
-----  
Library Program Planning Statement, 1979.  
Library Skills Test, Instructions for Taking the Library Skills Test on the Plato computer System.  
Midwest Academic Library Conference (MALC), 1987.  
Miscellaneous Reports and Memos involving Florence Lewis, 1973-74.  
Miscellaneous Memos, Reports and Papers

NCA Report 1973-87.  
Newspapers Articles, 1975-91.  
Outline for Instructional Planning 1978-79. Includes Memos, Minutes and Agendas From  
the Library Cabinet Meetings. (Bound)  
Pictures and Postcards.  
Program Evaluation Committee, 1973-74.  
Retirement.  
Spencer, Robert.

## **Series II**

### Box 9

#### Folders

Guides to Libraries – 1970-1985.  
Library Instruction – Patricia Knapp Article – 1970.  
Library Instruction – Patricia Knapp Montith College Library Project.  
Library Faculty Evaluations – 1971-1972.  
Evaluation Conference Papers and Forms – 1971-1973.  
SSU Faculty Job Descriptions and Workload Plans  
SSU Instructional Services Librarian Job Description and Functions  
SSU Library Instruction – Early Planning Bibliographic Workshop  
SSU Library Information Handouts.  
Library Instruction – SSU Courses – Legal Research and Writing – Course Planning  
Materials (Original) – 1972-1976.  
SSU Library Instruction – Library Courses – Library Lab: Basic Sources of Information –  
1975  
Credit Hours Generated by the Library Program from 1975/76 – Spring 1980 (est.), Cost  
per Credit Hour by Program Fall 1977-Spring 1978  
Library Instruction – University of Illinois at Champaign  
Library Instructional Programs: Earlham College  
Library Instruction – Northern Illinois University  
General Library Skills Test – Answer Key  
Library Instruction – SSU Workshops – Instructional Aids – Checklist (MJM)  
Oral History Procedures  
Library/Archives – Minutes – 1973-1974  
Library Orientation and Instruction – 1973-1978  
Map Collection SSU Library – MJM Proposal – 1974  
Library Philosophy for Retreat – 1974  
Session 4 Law/Literature Summaries – LES 401 – Oct. 1974  
Library Instruction – SSU  
Workshop Handout – Fall 1975

### Box 10

#### Folders

Library Instruction – SSU Guides to Services – 1975-1987  
Illinois Libraries Miscellaneous Issue – Florence Lewis Article – June 1976, Springfield  
IL, Vol. 58 No.6

John Knoepfle Poetry Article in Illinois Times – March 3-9, 1978  
Report on Bibliographic Instruction Sub-Committee – Nov. 2, 1979  
“Rochelle Report” – 1979  
Senior Learner Program and Library Guides – Nov. 20, 1979  
Library Instruction – SSU Courses – Library Research – Fall, 1980-81  
Lindbergh Fund Newsletters – 1981  
Library Instruction – LOEX – 1981  
College and Research Libraries Journal – May, 1983 Vol. 44 No. 3 – Librarian Status  
Article Used for Research  
Library Program – 1983-84  
Guides to Sources – SSU Library Instruction Articles – 1983-1985  
Publications, INFOTRAC Information, ISL Graduate Internships – 1983-1986  
Articles about SSU Library – Brian Alley – 1984  
Interlibrary Borrowing Code – ILC SO Circulation Librarians – May 2, 1986  
Articles about SSU Library – Pat Breivik – 1987  
SSU Library Program RE: Faculty Rank, Salaries, etc. – 1987  
Professional Activities Report: SSU Library Resources and Services, Availability Study,  
ABC Files, ISL Functions – Activities – 1987  
Selected Bibliography  
Contract from M.E. Sharpe Inc. (Book Publisher) – 1987  
Workshops, Guides – Masters – Spring 1988  
Telephone Directory – Jan. 1988